

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: FOOD DISTRIBUTION WORKER
Department: Human Services
Reports To: Program Specialist
Status: Non-Exempt
Salary Range: \$10.97 to \$14.84 per hr. / (\$22,820-\$30,874) Annual
Level: 2 (Grant Funded USDA – expires 9/30/2012, renewable annually)
Open: September 30, 2011
Close: October 21, 2011

SUMMARY

Under the supervision of the Program Specialist, will efficiently and effectively implement and monitor the USDA Food Commodities Program, following program guidelines. Will be responsible for the organization and cleanliness of the food distribution warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Welcomes clients at the food distribution center and answers questions.
- Assist clients in completing applications and placing orders.
- Process commodities and pack, fill, and deliver food orders as appropriate.
- Document filled orders, report changes, adjustments or substitutions to the appropriate personnel.
- Assists in completing and verifying inventory.
- Will work with the Program Specialist and other appropriate personnel to ensure that inventory is correct.
- Sorts and stores perishable goods in refrigerated rooms and maintains a log of cooler temperatures and report any deficiencies.
- Opens bales, crates, and other containers and move to appropriate areas.
- Assists in maintenance of the Warehouse while complying with Food and Safety Standards.
- Responsible for keeping the warehouse organized and clean.
- Attend training as appropriate and requested for safe distribution, handling and storage of food
- Maintain client confidentiality.
- Function as part of department team by covering office duties as requested.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Must have high school diploma or GED. Experience working in the Human Services field is preferred.

OTHER ESSENTIAL SKILLS AND ABILITIES

Must possess computer skills in areas of word processing, database, spreadsheet, internet research, and email. Must have math skills, and effective written and oral communication skills. Must be willing to learn and operate light and heavy warehouse equipment. Must show respect and sensitivity for cultural differences. Must possess a positive work attitude, have excellent customer service skills and work well with other Tribal programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. Must be able to drive or ride for long periods of time.

COMMENTS

Must have a valid driver's license, be insurable, and have reliable transportation. Individual must be able to pass a criminal background check. Must have/or willing to obtain a Chauffeur license. Indian Preference will apply.

